Kahkashaun Talat

M.COM

Account Payable

# Mobile No: +91 8707045178 Email Id: ktkahkashauntalat@gmail.com

**CAREER OBJECTIVE**

Looking forward to position of responsibility in an organization of repute which stimulates and enhances my professional Skills and personal strengths in conjunction with the organization’s goals and objectives in the field of accounting, auditing and taxation.

**WORK EXPERIENCE GENPACT INDIA PVT. LTD. PROCESS ASSOCIATE (OCT 2019- AUG 2020) Job Responsibilities**

* Experience in Accounts Payables, MIS and reporting.
* Proficient in Handling all Accounts Payable related assignments.
* Reviewing all invoices for appropriate documentation and approval prior to payment.
* Ensuring timely payment to Vendors as per Purchase Orders.
* Process 3 way P.O. matching invoices, up to 100 plus line items.
* Prioritize invoices according to cash discount potential and payment terms.
* Assist in month end closing.
* Assist with projects (Implementing new Processes in SAP) as required.
* Reviewing and processing all advance payments and related adjustments.
* Proficient with latest SAP functionality related to FI and MM module.
* Proficient in handling all payments related issues within timelines.
* Review invoices and requisitions for satisfactory payment approval.
* Verify and all extensions and totals on invoices(calculating and taking discounts when applicable).
* Check vendor files for any previous payment and assign voucher number.
* Prepare vouchers listing invoice number, date, vendor address, item description, amount and coding per accounting policies and procedures.

|  |
| --- |
| **EDUCATION** |

|  |  |
| --- | --- |
| 2017 | Master of Commerce from Allahabad University |
| 2014 | Bachelor of Commerce from Allahabad University |
| 2010 | 12th (ICSE) from Girl’s High School Allahabad |
| 2008 | 10th (ICSE) from Girl’s high School Allahabad |

|  |
| --- |
| **COMPUTER PROFICIENCY** |

* Thorough knowledge of SAP and its functionality.
* Tally Software.
* Database: M.S. OFFICE XP (Word, Excel, PowerPoint)
* Operating System: Windows ( XP,Windows7,8, Vistas)

|  |
| --- |
| **CORE COMPETENCIES** |

* Ability to handle responsibility.
* Commitment to deadlines.
* Handle complex and diverse situations.
* Team player with ability to achieve desired objectives.

|  |
| --- |
| **PERSONAL DETAILS** |

Father`s Name : M. U. Ansari

Father’s Profession : Lecturer

Permanent Address : 426 A, Bharat Nagar, New Friends Colony New Delhi- 110025

Date of birth : 02.10.1991

Languages known : English, Hindi & Urdu